

Sandy City
Approved Position Specifications

- I. Position Title: Code Enforcement Team Leader
- | | |
|-----------------------|--------------|
| <u>Revision Date:</u> | 03/12 |
| <u>EEO Category:</u> | Professional |
| <u>Status:</u> | Non-exempt |
| <u>Control No:</u> | 30659 |

II. Summary Statement of Overall Purpose/ Goal of Position:

Under direction of the Chief Building Official performs complex technical duties in the enforcement of zoning codes through administration , coordination , inspection and supervision of Code Enforcement Officers to ensure compliance with planning, zoning and development codes.

III. Essential Duties:

- Supervise Code Enforcement Officers to ensure efforts support the code enforcement program.
- Distribute and reassign case workload to team members.
- Oversee and coordinate staff schedule for Officers and Technician.
- Assist team members with goal setting and achievement through performance reviews and quarterly updates.
- Oversee and give approval and direction in case compliance completion and time frames.
- Ensure team dress and officer standards of conduct and policy are met.
- Inspect new or existing residential, industrial or commercial structures within the City to ensure compliance with zoning, site development and related City codes as directed by the Community Development Director.
- Explain zoning codes to contractors and the general public. Make recommendations to achieve compliance with the respective code.
- Provide direction when violations are discovered and issue “Stop Work” orders or citations for noncompliance with appropriate codes. Investigate complaints and make reports of field inspections. Consult with City Attorney’s Office and act as a witness in prosecution of code violators as needed.
- Inspect neighborhoods, housing and commercial sites and structures for possible health and sanitation violations and make appropriate referrals to the Salt Lake County Board of Health.
- Conduct investigations and assist the Chief Building Official in the legal process of the abatement of abandoned and dangerous buildings.
- Maintain an accurate daily log and a list of current inspections, complaints and reported problems so the status can be determined at all times. Prepare all necessary documents and input all ordinance cases into the appropriate computer program. Prepare cases for court and appear in court as needed.
- Coordinate enforcement efforts on a city wide basis involving representatives from other Community Development divisions, Fire Department, Police Department, Attorney’s Office, Board of Health, the courts and other applicable departments and agencies.
- Establish and review proper record keeping, documentation, exhibits and evidence for the code enforcement program. Screen information with City Attorney’s Office for issuance of citations and court coordination.
- Meet on a regular basis with other enforcement representatives to plan and review enforcement efforts to establish a coordinated and prioritized effort to resolve code violations.
- Work with other enforcement representatives to establish and follow approved code enforcement guidelines.
- Work with City Attorney’s Office to prepare legal documents for court filings and to screen potential cases which may require judicial action. Establish criteria and procedures to appropriately meet legal requirements.
- Respond to zoning and health code violation complaints, discuss problem area with appropriate individuals, gather data relating to violations and issue notice of violations and citations when necessary, deliver documents and patrol city streets in search of violations.
- Administer the weed abatement program, including soliciting bidding, monitoring contractor performance, preparing billing and lien documentation and filings and developing and maintaining a weed control database.

IV. Marginal Duties:

- Monitor division statistics.
- Meet with community groups to provide information, solve existing zoning or housing problems and perform neighborhood beautification projects. Develop programs to improve the overall quality of neighborhoods.
- Conduct weekly staff meetings and coordinate training opportunities for team members.

- Receive complaints and ensure that complaints are properly investigated and resolved.
- Attend City Council, Planning Commission, Board of Adjustment, community council, neighborhood or other meetings which may be in the evening or on weekends as directed by the Chief Building Official.
- Monitor employee conduct, attitude, work ethic and performance. Assist Chief Building Official in performance reviews, new employee hiring and employee exit interviews.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires one year of college in a related field. May substitute an equivalent combination of education and experience.

Experience: Requires four years of related work experience and two years supervisory experience.

Certificates/Licenses: Requires a valid Utah Driver’s License. Must possess or obtain within one year of hire a law enforcement POST certification or a national recognized Code Enforcement or Zoning Inspector certification. Must pass criminal background check and be eligible to become a sworn zoning officer.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Working knowledge of City zoning, development , housing, building, sign and health codes; principles and practices of city planning; correct English usage, spelling and vocabulary. Essential knowledge of all City ordinances which pertain to enforcement and all procedures regarding ordinance enforcement; requires knowledge and skills to prepare legal documentation in coordination with the City Attorney’s Office.

Responsibility for: Great responsibility for the care, condition and use of materials; making decisions affecting the activities of others; putting hostile and upset people at ease; not overlooking or disregarding code violations.

Communications Skills: Communicate effectively verbally and in writing; professionally communicate with citizens, developers and public officials and in hostile environments; requires well-developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operations: Regular use of office equipment, including personal computer, word processing programs, copy machine, two-way radio, calculator and telephone and a city vehicle.

Analytical Ability: Address violations on site; maintain effective working relationships with co-workers and the public; promote a positive image of Sandy City; write reports and complete forms; handle multiple assignments.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; frequently communicates with others; may periodically bend, stoop or crouch; employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will generally work in a field setting with frequent exposure to noise, dust, all types of weather conditions and traffic; frequent contact with the public; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and stressful situations as a result of human behavior; great mental effort is required daily; some evening and weekend inspections and public presentations.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This update job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVE BY: _____ DATE: _____